

Hollesley Parish Council
Minutes of Hollesley Parish Council Meeting
Held on 16th July 2020 ~ 7.30pm
Via Zoom Video Conferencing

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Present

Cllr. Hazel Hughes (Chair), Cllr. Carolyn Bevan-Biggs, Cllr. Trevor Burbridge, Cllr. Andrew Coyne, Cllr. Karrie Langdon, Cllr. James Mallinder and Cllr. Andrew Palmer

Judi Hallett (Clerk)

Cnty. Cllr. Andrew Reid

Dist. Cllr. James Mallinder

No members of the public were present

Record of Public Session:

a) Reports or comment from any member of the public or any other village organisation (notes only):

- None

b) Reports or comment from ESC and SCC Councillors:

- Cllr. Reid – Cllr. Reid’s report had been circulated. He made further comment on: SCC’s Covid-19 reports (now three a week); ‘New Outbreak’ plan (with a £2.8m fund from government to support it) was being put in place and would use local knowledge (an outbreak had been reported in Braintree but nothing locally); PPE Cell now fully operational and has supplied 2.3m items so far; Cost to SCC of pandemic is in the region of £65m, £30m has been received from government but reserves will need to be accessed; Restrictions on travel passes that had been relaxed are now back in place; the article by Beth Hopkins in his report is worth a read and Sizewell C is now at the top of SCC’s agenda – issues remain from stages 3 and 4 of the consultation that will be put to the Planning Inspector. *There were no questions for Cllr. Reid and he left the meeting to attend another.*
- Cllr. Mallinder – Cllr. Mallinder’s report had been circulated. He made further comment on: Green Print Forum; Sizewell C Engagement session with SCC and ESC (and the importance of HPC having a representative); Bins at Bawdsey and Shingle Street; Camper-vans parking at Bawdsey Quay; Towns reopening and support given by ESC; Framlingham being a ‘pilot’ for a new ‘Digital Transfer’ project with shops given access to free Wi-Fi to aid online purchases and the ‘Don’t be a Tosser’ campaign run by BBC Radio Suffolk and supported by ESC. *There were no questions for Cllr. Mallinder.*

Chair’s initials.....

Agenda Item	Resolution / Agreement / Fact	Action
1. To receive Apologies for absence	Apologies had been received from Cllr. Fletcher (family member unwell) and Cllr. Brian Devine (unwell)	<ul style="list-style-type: none"> Noted
2. To receive any Declarations of Interest on Agenda Items and any applications for dispensation	There were no declarations of interest in any agenda items.	<ul style="list-style-type: none"> Noted
3. Public Session	<i>See above record</i>	<ul style="list-style-type: none"> None
4. To agree Minutes of meeting dated 18 th June 2020	The minutes had been circulated and there were no questions or alterations. Cllr. Hughes proposed these be accepted as correct. This was seconded by Cllr. Langdon and all were in agreement.	<ul style="list-style-type: none"> Clerk post on the Website
5. <u>To discuss and agree responses to the following Planning Applications:</u> a) DC/20/2345/FUL - Erection of a single storey pitched roof rear extension and single storey flat roofed side extension to replace existing porch together with increase in height of existing boundary wall. - 26 Oak Hill, Hollesley	a) The following comments were noted: <ul style="list-style-type: none"> The rear extension is low and will have little impact. The side extension is up to the boundary but is replacing an existing structure This will leave no access to the rear of the property and may cause issues with services such as the filling of the oil tank Access via the Officers Club will not always be available Conclusion: No objection but a note on the letter raising the PC's concern for future access to the rear of the property (Proposed by Cllr. Palmer seconded by Cllr. Burbridge and all Councillors in agreement) 	<ul style="list-style-type: none"> Clerk to send comments directly to ESC
6. To receive update on the Play Park Equipment project	The Clerk reported that NGF would be visiting the site next week to re-assess the layout of the equipment. She also confirmed that she had written to the local residents who had previously raised concerns and was in liaison with Mrs Di Barnard about the original project and the funding plan.	<ul style="list-style-type: none"> Clerk to keep Councillors informed of progress of the project

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<p>7. <u>Recreation Ground and Village Hall:</u></p> <p>a) To discuss placing a Tetra Pak collection bin at the Recreation Ground</p> <p>b) To discuss establishing a weekly Play Equipment visual inspection</p>	<p>a) Cllr. Mallinder explained that, at present, Tetra Pak cartons could not be placed in the Blue Bins but that there was a collection point at Foxhall Tip for them. It was acknowledged that the Tetra Pak collection bin in Bawdsey was emptied and contents taken to Foxhall by a volunteer. After discussion Cllr. Mallinder agreed to speak to the Bawdsey co-ordinator and report back and the Clerk was asked to place an article asking for a volunteer in the next VV publication.</p> <p>b) It was agreed that visual inspections and reports back to the Clerk would be a good idea. Cllr. Langdon, Hughes, Bevan-Biggs and Coyne agreed to be on the rota</p>	<p>a) Cllr. Mallinder to report back and Clerk to place article in VV for volunteer</p> <p>b) Clerk to set up rota and distribute guidelines</p>
<p>8. <u>Prison:</u></p> <p>a) To receive update on new FOI requests</p> <p>b) To receive update on meetings with HMP &YOI Hollesley Bay's Governor</p> <p>c) To receive and discuss concerns from resident with reference to absconders from HMP & YOI Hollesley Bay</p>	<p>a) The Clerk reported that wording for the FOI requests had been drafted but that she had wanted to wait until after the Chair's visit with the Governor before sending them out. The meeting had indeed generated a further question and this would now be added to the request.</p> <p>b) Cllr. Hughes' report had been sent out and a question regarding the assessment process was answered. It was highlighted again that we need to request to see this process. Governor Newnes also agreed to follow up on a number of other matters and it was hoped the meetings would continue on a bi-monthly basis. The Clerk was also asked to include the subject in the next VV article to help strengthen relations between the prison and residents.</p> <p>c) Cllr. Mallinder reported that he had received a letter of concern from a resident regarding prisoners who abscond from HMP & YOU Hollesley Bay and suggesting the PC could make use of the Grapevine to alert residents. The Clerk had sent information about the situation with absconders and this had been passed to the resident, who was now more reassured.</p>	<p>a) Clerk to send requests out</p> <p>b) Clerk to forward report to Cllr. Bevan-Biggs, include item in VV article and arrange next meeting in September</p> <p>c) Clerk to circulate details about police text alert system</p>

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	<p>After further discussion it was agreed that residents should be encouraged to sign up to the Suffolk Constabulary alert tool, if they wished to receive information about prisoners who had absconded.</p>	
<p>9. <u>Cemetery:</u> a) To receive an update on the project review the Management Process for the Cemetery</p>	<p>a) Cllr. Langdon gave a comprehensive update on the project and was thanked for all her work. Areas covered included population of the Data Base, the Memorial Testing Process document, the Risk Assessment and the Health and Safety policy. It was acknowledged that being a member of the ICCM was of benefit and that the new rules around the number of mourners permitted to attend a service were working well.</p>	<p>a) Cllr. Langdon and Clerk to continue with project</p>
<p>10. <u>Highways and Footpaths:</u> a) To discuss adding an 8th SID post at Oak Hill. b) To discuss replacing the bin at Shingle Street and update on temporary measures taken by ESC c) To discuss purchase of '30 MPH' stickers for Wheelie Bins</p>	<p>a) This item had been placed on the agenda in error and a further post had not been requested. However, it was agreed to discuss purchasing a second SID later in the year. b) Cllr. Mallinder reported that a temporary bin had been placed at the 'Concrete Road Car Park' and seemed to be fit for purpose. It was agreed to alert the residents of The Beacons that their donation of £50 had not been used as yet but that the situation would be re-assessed later in the year when the temporary bin would probably be replaced. c) Although this was felt a good idea it was suggested the bins would only be on show for a few hours each week and that the stickers may encourage householders to leave their bins out for longer, making the village look untidy. It was concluded not to purchase these stickers. Cllr. Mallinder suggested a 'banner' placed in a garden or field, reminding residents and visitors not to litter would be an idea and the Clerk agreed to investigate.</p>	<p>a) Clerk to place purchase of a further SID on the October agenda. b) All to monitor and report issues to Clerk c) Clerk to investigate banner</p>

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<p>11. <u>Finance Matters:</u></p> <p>a) To receive Accounts as at May 2020 and check Bank Statements</p> <p>b) To discuss Clerk’s ‘Working from Home’ allowance – limit raised from £4 per week to £6 per week by HMRC</p> <p>c) To authorise the following Invoices for Payments:</p> <p> i. Native Gardens & Forestry Ltd (Recreation Ground Oaks) - £1,980.00</p> <p> ii. Clerk’s Expenses for 3 months - £323.71</p> <p> iii. S C Norse Ltd (Refuse Collection for 3 months) - £206.39</p> <p> iv. J M Terrell (Strimming at Recreation Ground) - £102.00</p> <p>d) To note Payments made since last meeting:</p> <p> i. S Andrews (Hedge cutting at Recreation Ground) - £45.00</p> <p>e) To note Payments received since last meeting:</p> <p> i. Bolton Bros Ltd (Recycling Credits) - £35.04</p> <p> ii. E B Button and Son (Cemetery Charges) - £525.00</p> <p> iii. Interest (Savings Acc) - £1.28</p>	<p>a) The accounts had been sent to all and there were no questions. Cllr. Palmer agreed to review the Bank Statements when signing the cheques</p> <p>b) The Clerk explained the concept of a ‘Working from Home’ allowance. Cllr. Coyne proposed the allowance be raised to £6 per week [£26 per month]. This was seconded by Cllr. Hughes and all Councillors were in agreement.</p> <p>c) The payments were proposed by Cllr. Hughes seconded by Cllr. Langdon and all Councillors were in agreement that they be paid. The Clerk agreed to take the cheques to Cllr. Palmer and Cllr. Burbridge for signing.</p> <p>d) Noted</p> <p>e) Noted</p>	<p>a) Clerk to take statements to Cllr. Palmer</p> <p>b) Clerk to claim new amount from 1st April 2020.</p> <p>c) Clerk to distribute</p> <p>d) None</p> <p>e) None</p>

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<p>12. To receive Clerk’s report and items arising from last minutes not covered elsewhere, to include:</p> <p>a) To receive reports on any meetings attended by Councillors</p> <p>b) Any other matters</p>	<p>a) The Clerk had attended the following meetings:</p> <ul style="list-style-type: none"> • Meeting with Mr Leggett re. Tractor Speeds – After discussion it was agreed to write to all farms in the area who operated in or through Hollesley to ask them if they would consider two items; firstly to mark their vehicles with the farm name so that any inappropriate driving could be reported to the correct farm and secondly to ask their drivers to adhere to a voluntary code of 20 MPH when driving past houses in the village. • Meeting with Mrs Lewis re. Bench in Mallard Way – After discussion it was agreed that the bench should remain where it was but that the area in front of it should be landscaped so that access was easier. <p>b) The following additional items were raised:</p> <ul style="list-style-type: none"> • Discounted Houses at Mallard Way – Cllr. Mallinder reported that the sale of these was now being monitored by ESC. The Clerk also advised that she would contact the developers every 2 weeks to ask how the sale was progressing. • Sewer Smell at Duck Corner- This had been reported to Anglian Water but was thought to be caused by muck being spread on a field. • Farmers Market – The idea of having a Farmers Market style event in the village had been raised with the Chair and the Clerk was asked to place it on the August agenda • Zoom Meetings- It was agreed that the August meeting would be held vis VC but that Council should discuss the continuation of these at the August meeting. 	<p>a) Actions:</p> <ul style="list-style-type: none"> • Clerk to draft and send letter • Clerk to ask Mr Terrell for a price to do the work • Clerk to monitor and report back • None • Clerk to place on August Agenda • Clerk to place on August Agenda

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13. To receive agenda items for next meeting and agree date of Next Meeting (20 th August 2020)	The following items were suggested added to the August agenda: <ul style="list-style-type: none"> • Items deferred due to the Covid-19 pandemic Date of next meeting will be 20th August 2020 – 7.30pm – via Zoom Video Conferencing	<ul style="list-style-type: none"> • Clerk to prepare August agenda

The meeting was closed at 8.59pm

Signed:
Chair

Date:

Judi Hallett
Clerk to Hollesley Parish Council

Chair's initials.....